

In the Chair: Cllr. Clark.

Present: Cllr. Watts, Cllr. Goodman, Cllr. Ashcroft

Officers: Mrs Stephanie Robinson (Clerk & RFO)

Members of the public: 0

Meeting started at 19.32 pm.

21/22.028 Public participation session with respect to items on the agenda and other matters that are of mutual interest.

None

21/22.029 To receive Members' Declarations of Interest in items on the agenda.

None

21/22.030 Minutes

Members considered and approved the Minutes of the Annual Parish Council Meeting held on Monday, 21st June 2021

21/22.031 Clerk's report

Village gateways – the clerk attended site along with the contractor and the former clerk and marked out where they were to go. The clerk has been liaising with contractor and the installation was completed today.

Defibrillator – now registered with The Circuit (national database), the defibrillator has been checked and is in working order, it is showing low battery probably due to a known software issue—we are awaiting a repair slot from the manufacturer.

Broom cottage – this matter has been investigated with the borough and no evidence of any illegal or unlicensed activities was found.

Trees at the Forge – 4 years ago now. There was no enforcement action then as the officer believed the conifers would not get a protection notice. Officer dealing with it has since left the council and no likelihood of any further action.

Phonebox – the clerk will apply for grants – national lottery/cif

Internal audit - completed as below.

Unity account – next on the list

Queens platinum jubilee – lighting of beacons on 2nd June 2022 9.15pm. Clerk to liaise with the Village Hall committee.

21/22.032 Finance

a) Members approved and signed payments at this meeting.

CHQ 100819	S.ROBINSON (July wages, subsistence, tel & bb, microsoft)	£419.01
CHQ 100820	HMRC (june tax)	£93.60
CHQ 100821	R. SAVAGE (estate exp)	£18.30
CHQ 100822	PDS DIGITAL (circular walk leaflets)	£154.00
CHQ 100823	JACS (additional gateway signage)	£159.41
CHQ 100824	Heelis & Lodge (2020/21 internal audit fee)	£120.00

b) To review and approve the accounts and bank reconciliation for July 2021.

Cashbook balance £3958.68

All agreed

21/22.033 Internal Audit Report

- Members noted the conclusion of the Internal Audit.
- Members reviewed the Internal Auditors Report and decided to adopt the recommendations made therein.

All agreed.

21/22.034 Appoint Internal Auditor for 2021/22

Members decided to appoint Heelis & Lodge as Internal Auditor for 2021/22.

All agreed.

21/22.035 Annual Accounting Statement

- Members considered the amended Accounting Statement (Section 2 of the Annual Return) prepared and signed by the RFO, in accordance with recommendations made by the Internal Auditor.
- Members reviewed and approved the proposed Accounting Statement to be signed by the Chairman and Minuted accordingly.

All agreed.

21/22.036 Exemption Certificate

- Members considered the amended Exemption Certificate prepared and signed by the RFO, in accordance with the recommendations made by the Internal Auditor
- Members reviewed and approved the proposed Exemption Certificate to be signed by the Chairman and Minuted accordingly.

All agreed.

21/22.037 Planning

To consider and approve a list of planning applications below received since the last meeting and decided under delegated decisions by the Clerk.

None

To consider any planning applications received which have not yet been responded to. Planning Applications received after this Agenda has been published but before the date of the meeting will be added as appropriate.

Planning App. No.	Address	Planning Details
21/00678/FU LL	Westview The Chase Little Burstead Billericay	Single storey rear extension No objection.
21/00963/FU LL	St Margarets Farm Botney Hill Road Billericay Essex CM12 9SJ	Erection of single storey side extensions, two storey rear extension, side dormer and front porch objected on grounds of overdevelopment of site already objected to .

21/22.038 Representative for ABLC executive committee

Members appointed Cllr. Watts as representative for the Parish council on the ABLC executive committee.

21/22.039 Items for the next agenda.

Speeding on the laindon common road.- Cllr. Moore (follow up for chicane/pinch point)
resurfacing of road has speeded up the traffic

Meeting closed 20.36pm

Members to note the next meeting will be Wednesday 8th September at the Village hall.

Email: littlebursteadpc@gmail.com Text:

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<https://e-voice.org.uk/lbpc>